



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

May 23, 2016

Dear Candidate,

Thank you for your interest in the **Branch Librarian** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office. Resume review will begin on **Thursday, June 16, 2016**; however, applications will be accepted until the position is filled, so applications received after that date may be considered at the Town's discretion.

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

All applications will be reviewed, and the most highly qualified candidates will be invited to one or more interviews. You can expect to be notified as soon as a decision has been made regarding your standing in the process. We anticipate that everyone will have been contacted regarding their candidacy within six weeks of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Foley
Human Resources Director

Enclosures (2)



*The Town of Concord
is currently accepting applications for the full-time position of:*

Branch Librarian
CONCORD FREE PUBLIC LIBRARY

Salary Range: \$58,410 - \$88,110
Starting salary based on experience & qualifications; typically in first half of range

Applications received by Thursday, June 16, 2016 will receive priority consideration.

This is a full-time, exempt, professional/supervisory position.
The base schedule will consist of 40 hours per week,
Monday - Thursday and alternating Friday/Saturday, subject to fluctuations and additional hours.

APPLICATION PROCESS

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications received in the Concord Human Resources Office by **Thursday, June 16, 2016** will receive priority consideration. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including criminal, credit record checks, a physical exam, and a drug screening. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr

Branch Librarian

Department: Concord Public Library
Reports To: Library Director
Appointed By: Town Manager

Salary Grade: LS-1
FLSA Status: Exempt
Bargaining Unit: Supervisory

GENERAL SUMMARY:

Under the general supervision of the Library Director, performs highly responsible administrative, direct service, supervisory and professional work in planning, directing, and conducting the activities of the branch library; monitors facility maintenance; provides library services at both the branch and main library. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- ◆ Supervises the operation of the branch library; participates in selection of branch staff; supervises, trains and schedules staff; monitors branch budget and expends related funds.
- ◆ Develops branch library collections; reads reviews and other relevant materials; selects print and non-print materials and weeds assigned collection areas; initiates purchases and may assist in cataloging of library materials.
- ◆ Performs outreach activities which may include writing articles or newsletters, giving presentations to organizations, designing and developing classes and preparing publicity materials highlighting library events.
- ◆ Plans and implements library programs including lectures, readings, story hours and exhibits; participates in the selection of topics, development of publicity, promotion of event and event supervision.
- ◆ Participates in library department head meetings to provide input into library planning; represents the branch and ensures coordination of branch and main library services, policies and procedures.
- ◆ Represents the library in the community through membership in relevant community organizations, participation in their programs, provision of services to them and through other community outreach efforts.
- ◆ Participates in regional library network activities to provide input on network policies and procedures.

- ◆ Supervises and maintains orderliness of library collection; collects and moves books and other materials as required.
- ◆ Performs circulation responsibilities; registers patrons for library cards, checks in and out library materials, processes reserved and other requests, processes interlibrary loan requests, routes items in from and out to network libraries; collects funds from the sale of merchandise for the Library Friends.
- ◆ Monitors branch facility maintenance needs; requests services as required; handles maintenance concerns as they arise.
- ◆ Maintains and troubleshoots a variety of electronic equipment; works with all vendors and town network personnel; trains and prepares documentation for customers; works with the Director and others on technology related planning and policy making; helps select hardware and software; tracks and orders supplies, equipment and replacements, and designs and produces databases.
- ◆ Assists patrons in locating materials in the library; performs detailed research work upon request; develops reading lists and other bibliographic materials; answers patrons' questions via telephone; assists patrons in the use of computers, network terminals and other library equipment.
- ◆ Continues education by attending professional meetings, reading professional literature, taking courses in library and library related subjects.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Directly supervises the activities and performance of and provides functional oversight to branch circulation staff, library pages and volunteers. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION & EXPERIENCE:

Master's degree in Library Science with a minimum of three years of progressively responsible experience in library operations, including supervisory experience; or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent interpersonal skills; ability to communicate effectively both verbally and in writing with adults, children and young adults; ability to deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers.
- ◆ Thorough working knowledge of library principles and procedures; complete familiarity with automated library systems and related applications; knowledge of standard office procedures, practices, forms and equipment; complete professional knowledge of reference sources and the organization and management of branch library operations.
- ◆ Ability to work with a high level of detail; extensive knowledge of current library technology, its application within a regional library, and adaptability to its frequent change; ability to prioritize multiple tasks and deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a quiet work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name _____
First Middle Last
Address _____
City _____ State _____ Zip _____
Home # (_____) _____ Cell # (_____) _____
Email Address _____

Position Applying for: **BRANCH LIBRARIAN**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM _____)
____ Word Processing /
Equipment/Programs

____ Shorthand (WPM _____)

____ 10 Key Calculator
____ Computers -
Equipment/Programs

Licenses: _____

Shop or Heavy Equipment:

Other: _____

EDUCATION HISTORY

Highest Level _____ Grade School _____ High School Diploma or equivalent

of Education: _____ Vocational, Technical Diploma or Certificate

_____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.